



ecology and environment, inc.

International Specialists in the Environment

33 North Dearborn Street
Chicago, Illinois 60602
Tel. 312/578-9243, Fax: 312/578-9345

August 11, 1997

Ms. Peggy Hendrixson (MC-10J)
ARCS 5 Contracting Officer
United States Environmental Protection Agency
Contracts and Procurement Section
77 West Jackson Boulevard
Chicago, Illinois 60604

RECEIVED
11 1997

CONTRACTS
MANAGEMENT
SECTION

Re: Transmittal of the Sauget Area 1 and 2 Sites Technical Assistance Work Plan and Detailed Cost Estimate; ARCS Contract 68-W8-0086, WA No.47-5N60.

Dear Ms. Hendrixson:

Enclosed for your review and approval is one copy of the Sauget Area 1 and 2 Sites Work Plan (WP) and cost estimate. The cost assumptions, cost detail sheets for each task/subtask, and a cost spreadsheet for the technical assistance tasks described in the WP are enclosed. Following your review and approval, E & E will provide you with a completed Standard Form 1411 and Optional Form 60.

E & E has provided both Ms. Leah Evison, the Work Assignment Manager and Ms. Pat Vogtman, Project Officer, with one copy of the WP and cost estimate.

If there are any questions or comments concerning this submittal, please do not hesitate to contact Craig Carlson or me. As always, thank you for your assistance on this project.

Sincerely,

ECOLOGY AND ENVIRONMENT, INC.

Dan Sewall
ARCS Program Manager

Enclosures

cc: L. Evison, EPA WAM
P. Vogtman, EPA CO
C. Carlson, E & E PM

05:ZK9011_CH10272-08/11/97-D1

recycled paper

**SAUGET AREA 1 AND 2 SITES
TECHNICAL ASSISTANCE WORK PLAN
COST ASSUMPTIONS**

The primary assumptions used to develop the estimated costs to complete the statement of work (SOW) requirements are presented below. These assumptions include the details discussed with EPA both during the kick-off meeting on July 23, and subsequently during a meeting with the WAM on July 29. Cost detail sheets are also provided with the attached budget spreadsheet, which further itemize the cost development for each task.

- The technical assistance work tasks defined in the SOW will require 2,061 LOE and 130 clerical hours and \$166,921 to complete.
- **Task 1.1—Project Planning:** A total of 133 LOE hours and \$11,954 will be required for project planning in order to complete the work plan and associated costs. This budget includes the LOE for two E & E personnel who attended the kick-off meeting. The budget also includes the LOE required to produce and submit the final work plan after receipt of EPA comments on the draft deliverable, as well as 4 LOE hours (two E & E personnel for two hours each) to attend a Fact Finding/Negotiation Meeting as outlined in the SOW. In addition, this task includes a site visit by two E & E people to develop a conceptual understanding of the site. Only the LOE associated with the actual site visit (8 hours total for the two people) will be budgeted under this task; all charges for the site visit other than these 8 LOE will be directed to Task 2, which includes the file search at Sauget and IEPA-Collinsville.
- **Task 1.2—Project Management:** A total of 116 LOE hours and \$11,202 will be required for project management of this work assignment from July 1997 through February 1998. This budget was developed based upon an estimate of 12 hours/month (times 8 months) plus 12 hours for project closeout activities. This budget also includes all communication costs for each task in the project. In addition to the project management activities and closeout, this budget includes 8 LOE hours for two E & E personnel for two, 2-hour meetings as specified in the SOW.
- **Task 2.0—Acquisition of Existing Data:** A total of 400 LOE hours and \$37,371 will be required to complete this task. Detail for this task will be broken down by the anticipated file search trips to locations specified in the SOW. The anticipated file searches and associated costs are as follows:
 - **EPA Region 5 Offices:** Five shelves of site files exist in the EPA Records Center. In addition, five banker's boxes of PRP file information exist on the 5th floor at EPA. Based on this volume of information, it is estimated that a total of 32 LOE hours [REDACTED] will be required to compile an index of all information present and to flag information to be copied by EPA for return to E & E. Under this task it is assumed that all copies will be made by EPA with no associated charges to the project.

- **IEPA (Springfield) and IDOT:** E & E estimates that a total of 96 LOE hours will be required to complete file searches at the state offices in Springfield. This LOE represents a five-day trip to Springfield for two people (██████████) at 8 hours per day (total 80 hours) plus 16 LOE to set up the file search. IEPA in Springfield will most likely have the largest volume of files and data to be copied. Travel costs associated with this effort include 8 nights' lodging, 10 days' per diem, and a one week car rental. In addition, charges for rental of a copier for 3 days have been budgeted for the file search in Springfield.
- **IEPA-Collinsville, Illinois Department of Public Health, St. Clair County, Local Health Department, Villages of Sauget and Cahokia, and Local Fire Departments:** E & E estimates that a total of 96 LOE hours will be required to complete file reviews and a deed search in the Sauget area. This LOE represents a five-day trip for two people (██████████) at 8 hours per day (total of 80 hours) to the Sauget/Collinsville area, plus 16 LOE to set up the file search. Travel costs associated with this effort include 8 nights' lodging, 10 days' per diem, and a one week car rental. In addition, charges for rental of a desktop copier have been budgeted for 1 week.

In addition to the aforementioned file searches, an additional 176 LOE hours (██████████) is budgeted to look into other potential sources of information, and to consolidate and organize the information obtained. It is anticipated that a significant amount of coordination and communication with various parties involved will be required to effectively complete this task.

- **Task 3.0—Property Ownership Tables and Maps:** A total of 100 LOE and \$7,405 will be required to complete this task. This LOE is associated with compiling the ownership information and producing a table of this information, which will be coded to the plat maps. The deed search will be conducted during Task 2 and therefore only the effort required to produce the draft and final deliverables is reflected in this task.
- **Task 4.0—Technical Data Summary Tables and Maps:** A total of 904 LOE and \$66,787 will be required to complete this task. This budget is based upon information on an estimated 2,500 samples in existing files and reports that will be entered into a new summary table format. This task includes an estimated 136 LOE to segregate and organize the sample data from the file information obtained during Task 2, and 688 LOE to enter the 2,500 samples (approximately 15-20 minutes per sample) into summary table format and to proofread the tables. In addition to data entry, this task includes a total of 80 LOE to prepare Area 1, Area 2, and individual subunit site maps for data presentation, and to prepare site narratives for each subunit, which will include a discussion of contaminant sources, distribution and trends, and containment and integrity, if known.
- **Task 5.0—Data Gaps Memoranda:** A total of 92 LOE and \$7,851 will be required to complete this task. This budget is based upon the production of

two technical memoranda, one each for Area 1 and Area 2, after the evaluation of Task 4 information. The LOE includes 60 P-4 LOE to compile data and prepare the memoranda, 24 P-4 LOE for graphics, and 8 P-4 LOE for principal review. Contaminant sources and contaminant distribution will be evaluated in this task and the technical memoranda will detail this information along with E & E's assessment of apparent or potential data gaps for any subunit within Sauget Areas 1 and 2.

- **Task 6.0—PRP Records Compilation:** A total of 316 LOE and \$24,351 will be required to complete all phases of this task. The phases of this task include PRP Files Setup, PRP Database, and a PRP Waste Disposal Personnel List. Details of these individual phases are as follows:
 - **PRP Files Setup:** A total of 164 LOE hours will be required to complete this portion of the task. This will include compiling all relevant PRP records including correspondence, waste manifests, data, reports, permits, complaints, investigations, litigation files, bankruptcy files, 104(e) information requests, and any other pertinent information, by individual PRP. This LOE will include the production of a PRP index for those items pertaining to either several PRPs, or discussing subjects of a general nature.
 - **PRP Database:** A total of 120 LOE hours will be required to complete this portion of the task. This will include the production of a PRP database, which summarizes existing PRP information and any information gathered during performance of Task 2. The LOE includes the estimated time required to develop the appropriate database format as well as the time for data entry required to put the file information into the database.
 - **PRP Waste Disposal Personnel List:** A total of 32 LOE hours will be required to complete this portion of the task. This will include reviewing the acquired information and compiling a list of all persons linked to waste disposal for each PRP, including names, addresses, phone numbers, company position, involvement, etc. The LOE includes the estimated time to segregate this information from the acquired files and the effort required to compile the list.

THE FOLLOWING 7 PAGES OF "CONFIDENTIAL COST
ESTIMATES" HAS BEEN REDACTED